



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169

A Tradition of Service



ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

28 November 16, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

November 16, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**ACCEPT A GRANT AWARD FROM THE CALIFORNIA EMERGENCY
MANAGEMENT AGENCY FOR THE FISCAL YEAR 2010 CALIFORNIA COVERDELL
PROGRAM AND APPROVE AN APPROPRIATION ADJUSTMENT
(ALL DISTRICTS) (4 VOTES)**

SUBJECT

Execute the attached Certification of Assurance of Compliance (Attachment 1), approve an appropriation adjustment, and authorize the Sheriff of Los Angeles County (County) to accept a grant award in the amount of \$236,661 from the California Emergency Management Agency (CalEMA) for the Fiscal Year (FY) 2010 California Coverdell Program (Program). This is an ongoing program in its sixth year of funding.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Request the Chair of the Board of Supervisors to sign and affix a wet signature to the Certification of Assurance of Compliance as required by CalEMA, as part of the application process.
2. Authorize the Sheriff to accept the Program from CalEMA in the amount of \$236,661, with no local match requirement.
3. Approve an Appropriation Adjustment to increase the Los Angeles County Sheriff's Department's (Department) FY 2010-11 General Support Services Budget in the amount of \$237,000 for services and supplies to be fully offset by grant funding.
4. Delegate authority to the Sheriff, or his designee, to sign and execute the grant award, including execution of amendments, modifications, extensions, grant renewals, and other applicable grant documents.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Department's laboratories under the Scientific Services Bureau (SSB) have been identified to receive funding under this Program. The funding shall be utilized to secure continued education and training programs for the Department's full-time forensic scientists.

In complying with the objective of this funding opportunity, the allocation will be used to send members of the Department's forensic staff to educational and training seminars designed to improve the quality, timeliness, and credibility of Departmental investigations and evidence examinations. The funding will assist forensic scientists in preventing and reducing the backlog of forensic cases and improve the turnaround time for case analysis.

As an American Society of Crime Laboratory Directors/Laboratory Accreditation Board accredited laboratory, the Department's SSB strives to maintain compliance with all standards and criteria. The purpose of required training is to improve accuracy, increase productivity, and enable staff to assume greater responsibilities within their respective assignments. In an effort to maintain the standard of continuing education for all staff, it is necessary to provide a wide variety of specialized training opportunities.

Implementation of Strategic Plan Goals

This Program is consistent with the County's Strategic Plan, Goal 1, Operational Effectiveness, by continuing the highly technical and specialized training of the Department's forensic scientists; and Goal 5, Public Safety, by reducing the number of backlogged cases as analysts and examiners apply new knowledge and skills to improve their accuracy and productivity.

FISCAL IMPACT/FINANCING

An approved Appropriation Adjustment in the amount of \$237,000 for services and supplies is requested to augment the Department's FY 2010-11 General Support Services Budget Unit. This amount will be fully offset by grant funds.

The term of the Program is for a period of 11 months, from October 1, 2010, to August 31, 2011.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Under the requirements of CalEMA, the applicant must complete a Certificate of Assurance of Compliance form, signed by the Governing Body, that includes details regarding Equal Employment Opportunity Program (EEO), Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension Requirements, and Proof of Authority from City Council/Governing Board. The applicant is required to submit the necessary assurances before finalization of the grant award agreement.

This Board letter has been reviewed as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This Program will have a positive impact on the services currently provided by the Department and will give the Department an opportunity to successfully accomplish its mission, goals, and objectives.

CONCLUSION

Upon Board approval, please return two individually certified copies of the adopted Board letter and one signed copy of the Certification of Assurance of Compliance to the Department's Grants Unit.

Sincerely,



LEROY D. BACA
Sheriff

LDB:AH:ah

Enclosures

CERTIFICATION OF ASSURANCE OF COMPLIANCE

The Applicant must complete a Certification of Assurance of Compliance (Cal EMA 2-104), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program (EEO), Drug-Free Workplace Act compliance, California Environmental Quality Act (CEQA), Lobbying, Debarment and Suspension requirements, Eligibility Requirement Certification, and Proof of Authority from City Council/Governing Board. The Applicant is required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the Applicant formally notifies the Cal EMA that the Applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. The Cal EMA has incorporated the resolution into the Certification of Assurance of Compliance, Section VI, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing Board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, **Leroy D. Baca**

hereby certify that

(official authorized to sign grant award; same person as Section 12 on Grant Award Face Sheet)

RECIPIENT: **Los Angeles County**

IMPLEMENTING AGENCY: **Los Angeles County Sheriff's Department**

PROJECT TITLE: **2010 California Coverdell Program**

is responsible for reviewing the *Recipient Handbook* and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by the Cal EMA including, but not limited to, the following areas:

I. Federal Grant Funds

Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the *Recipient Handbook* for more detail.

- ☒ The above named Recipient receives \$500,000 or more in federal grant funds annually.
- ☐ The above named Recipient does not receive \$500,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (*Recipient Handbook*, Section 2151)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal EMA-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: **David L. Whitham**

Title: **Lieutenant**

Address: **4700 Ramona Boulevard, Monterey Park, CA 91754**

Phone: **(323) 526-5612**

Email: **dlwhitha@lasd.org**

III. Drug-Free Workplace Act of 1990 – (Recipient Handbook, Section 2152)

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (Recipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal EMA-funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Recipient Handbook, Section 2154)

Cal EMA grant funds, grant property, or grant-funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – (Recipient Handbook, Section 2155)

(This applies to federally-funded grants only.)

Cal EMA-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.

VII. Proof of Authority from City Council/Governing Board

The above-named organization (Applicant) accepts responsibility for, and will comply with, the requirement to obtain written authorization from the City Council/Governing Board in support of this program. The Applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of the Cal EMA, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the Recipient and the authorizing agency. The State of California and the Cal EMA disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from the Cal EMA shall not be used to supplant expenditures controlled by the City Council/Governing Board.

The Applicant is required to obtain written authorization from the City Council/Governing Board that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

All appropriate documentation must be maintained on file by the project and available for the Cal EMA or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Recipient may be ineligible for award of any future grants if the Cal EMA determines that any of the following has occurred:

(1) The Recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [Section 12 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____

Authorized Official's Typed Name: Leroy D. Baca

Authorized Official's Title: Sheriff

Date Executed: _____

Federal Employer ID #: 95-6000927

Federal DUNS # 028950678

Current Central Contractor Registration

Yes ☒

No ☐

Executed in the City/County of: Los Angeles

AUTHORIZED BY: (not applicable to State agencies)

- ☐ City Financial Officer
☐ City Manager
☒ Governing Board Chair

- ☐ County Financial Officer
☐ County Manager

Signature: _____

Typed Name: Gloria Molina

Title: Chair, Board of Supervisors



APPROVED AS TO FORM:
ANDREA SHERIDAN ORDIN
County Counsel

By _____
Deputy County Counsel

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S.
NO. 770

DEPARTMENT OF SHERIFF

November 3, 2010

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 10-11

4 - VOTES

SOURCESUSES

Sheriff's Department - General Support Budget Unit
A01-SH-90-9031-15681-15687
Federal Grants
Increase Revenue

\$ 237,000

Sheriff's Department - General Support Budget Unit
A01-SH-2000-15681-15687
Services and Supplies
Increase Appropriation

\$ 237,000

SOURCES TOTAL: \$ 237,000

USES TOTAL: \$ 237,000

JUSTIFICATION

Appropriation Adjustment to accept a grant award from the National Institute of Justice (NIJ) funds for the Fiscal Year 2010 California Coverdell Program. This is an ongoing program in its sixth year of funding.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

28 NOV 16 2010

Conrad Meredith
AUTHORIZED SIGNATURE Conrad Meredith, Director, Financial Programs

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR ---☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY *Karen Shitama*

B.A. NO. 056

Oct 29 20 10

☒ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY *Sheil With*

November 3 20 10

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

Los Angeles County Chief Executive Office
Grant Management Statement for Grants Exceeding \$100,000

Department: Los Angeles County Sheriff's Department (LASD)

Grant Project Title and Description: FY 2010 California Coverdell Program

The purpose of this program is to improve the quality and timeliness of forensic science services over current operations. The grant funds will be used to secure continued education and training of LASD's Scientific Services Bureau's full-time forensic scientists to improve accuracy, increase productivity, and enable staff to assume greater responsibilities. The training will assist in their effort to prevent and reduce the backlog of forensic cases and improve turnaround time for case analysis.

Funding Agency
California Emergency
Management Agency (CalEMA)

Program (Fed. Grant # /State Bill or Code #)

Grant Acceptance Deadline

Total Amount of Grant Funding: \$236,661

County Match: None

Grant Period: 11 months **Begin Date:** October 1, 2010

End Date: August 31, 2011

Number of Personnel Hired Under This Grant: N/A

Full Time: 0 **Part Time:** 0

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant-funded program? Yes ___ No N/A

Will all personnel hired for this program be placed on temporary ("N") items? Yes ___ No N/A

Is the County obligated to continue this program after the grant expires? Yes ___ No X

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes ___ No X

b). Identify other revenue sources Yes ___ No X

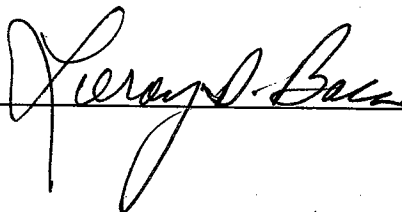
(Describe) _____

c). Eliminate or reduce, as appropriate, positions/program costs funded by the grant. Yes ___ No X

Impact of additional personnel on existing space: N/A

Other requirements not mentioned above: None

Department Head Signature



Date 11/2/10